

# Introduction to the Special Milk Program (SMP) Non-School Agencies



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Welcome to the Webcast: Introduction to the Special Milk Program for Non School Agencies. This presentation will give you a brief overview of what the SMP is, how it operates, and its requirements. This is the first of three webcasts available for viewing. We encourage you to print this presentation so you can take notes during the presentation that are pertinent to your agency. This webcast can be used as a refresher course, a tool to help your agency determine if this is the Child Nutrition program you want to participate in, and/or train new staff working with the Special Milk Program at your agency.

# Non-School Special Milk Program Introduction

- What is the Special Milk Program (SMP)?
- Eligible Agencies & Children
- What is the SMP Federal Reimbursement Rate?
- Type of Milk & Records
- Milk Safety & Sanitation
- Special Dietary Needs
- Components of Civil Rights Compliance
- SMP Technical Assistance & Audits
- Summary of the SMP



There are several topics we will cover during this presentation. Please take a few moments to review the items listed on the slide.

## What is the Special Milk Program (SMP)?

- The SMP is a voluntary program designed to encourage the consumption of milk by children receiving care.
- The Department of Public Instruction (DPI) administers the U.S. Department of Agriculture (USDA) SMP in Wisconsin.
- Participating agencies receive federal reimbursement for each half pint of milk served to eligible children.
- The non-school SMP year operates from May 1st – April 30th.



The Special Milk Program (SMP) is a voluntary program that encourages milk consumption by children. The Department of Public Instruction (DPI) administers the U.S. Department of Agriculture (USDA) SMP in Wisconsin. Agencies receive federal reimbursement for each half pint of milk served to eligible children. The non-school SMP Fiscal Year (FY) operates May 1 through April 30.

# Eligible Agencies

Public or non-profit agency which has IRS Tax Exempt status (501(c) 3), and does not participate in any other Child Nutrition Program (i.e. the Child and Adult Care Food Program (CACFP) or the Summer Food Service Program (SFSP).

## Types of Non-School Agencies

- Child Care Institutions
- Summer Camps
- Homeless Feeding Sites
- Outside of School Hours Care Centers



To be eligible for the program, your agency must be a public or non-profit which has an IRS tax exempt status (501(c) 3), and not participating in any other child nutrition programs, such as CACFP or SFSP. Potentially eligible agencies for the SMP are child care institutions, summer camps, homeless feeding sites, & outside of school hours care centers.

## Eligible Children

Children under 19 years old may  
be claimed for reimbursement.



Only children under 19 years old may be claimed for reimbursement.

## What is the SMP Federal Reimbursement Rate?

- The rate is established annually by the USDA and is effective for the fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>).
- Please refer to: *Non-School Special Milk Program Fact Sheet* for further details on reimbursement found at this link:  
<http://dpi.wi.gov/community-nutrition/ns-smp>
- Reimbursement is paid at the current USDA rate or the reported average cost per half pint, whichever is lesser of the two.

Reimbursement rates are located at:

<http://www.fns.usda.gov/cnd/Governance/notices/naps/NAPs.htm>



Each year the USDA evaluates the reimbursement rate and will update the rate as needed. The rates are located on the *Non-School Special Milk Program Fact Sheet* and on the USDA website. Please use the links in the slide to access those two items.

The rate may stay the same, increase or even decrease. If your agency's half pint cost is less than the USDA rate, you will be paid at the lesser rate because agencies can't make a profit on the SMP. Please refer to the bottom link in the slide to access the most current reimbursement rates for the SMP.

## Type of Milk & Records

- ◉ The SMP requires that children ages 2 and older receive 1% (low-fat) or skim (non-fat) milk.
- ◉ Low-fat (1%) and non-fat (skim) milk have:
  - ◉ Fewer calories,
  - ◉ Less saturated fat and cholesterol, and
  - ◉ Same amount of calcium, protein, and vitamin D when compared to whole or 2% milk.



The USDA has implemented regulations for all Child Nutrition Programs regarding the type of milk that can be served to the children. The SMP requires that children ages 2 and above receive 1% (low-fat) or skim (non-fat) milk. All types of cow's milk have the same amount of calcium, protein, and vitamin D as the other cow's milk such as 2% and whole. However, low fat and skim milk have fewer calories, saturated fat, and cholesterol than whole & 2% (reduced-fat) milk.



## Type of Milk & Records

- Children under 2 years of age may receive whole, 2% (reduced-fat), 1% (low-fat), or skim (non-fat) milk.
- However, it is highly recommended that children under 2 years of age receive whole milk due to the whole milk's increased calories and fat content necessary for growth and brain development.
- Milk must be pasteurized fluid milk and may be unflavored or flavored.



It is recommended that children less than 2 years of age receive whole milk but any other types of milk such as 2%, 1%, or skim milk can be provided. For example, if you provide 1% milk for children ages 2 and above, you may serve 1% for children under 2 years of age. Milk provided to the eligible children must be pasteurized fluid milk and may be unflavored or flavored.



# Type of Milk & Records

Each agency must keep milk invoices and/or receipts that clearly identify the following items:

- Type of milk (e.g. skim, low-fat)
- Unit of purchasing (e.g. gallon, quart, ½ pint)
- Price
- Date of purchase



When you start purchasing milk for the program, maintain the receipts and/or invoices for milk purchases. These invoices and/or receipts must clearly identify the type of milk, unit of purchasing, price, and the date of the purchase. Invoices and receipts must be maintained for three years plus the current year.

## Type of Milk & Records

- Only milk actually served to the children can be claimed for reimbursement.
- The following documentation must be maintained to ensure milk is not claimed for reimbursement:
  - Milk served to persons 19 years of age & over; and
  - Milk lost to waste, spoilage or theft.



An agency can't claim reimbursement for:

- 1) children 19 years of age and older, and
- 2) milk lost to waste, spoilage, or theft.

Your agency must also have a system in place to document the milk served to children 19 years and older and the milk lost to waste, spoilage, or theft to ensure this milk is not claimed for reimbursement.

**MILK RECORD Worksheet**

Agency Code: 99-9900

Agency Name: ABC Daycare      Month/Year: Sep-14

Date	Number of 1/2 Pints of Gallons Purchased		Cost of Milk Purchased	Number of 1/2 pints lost due to waste or spillage, and number of 1/2 pints served to anyone 19 years old or older.
	1/2 Pints	Gallons		
1				
2				
3				
4	55		13.20	
5				
6				
7		3	4.77	8
8				
9				
10				
11				
12				
13				
14	40		9.60	
15				
16				7
17				
18		4	9.92	
19				
20				
21				
22				
23				
24	20		4.80	
25				
26		2	2.58	
27				
28				
29				19
30				
31				
<b>TOTAL</b>	(A) 115	(B) 9	(C) \$43.87	(D) 34


Convert Gallons to 1/2 Pints:  $\frac{9}{(B)} \times 16 = \frac{144}{(E)}$

Total Reimbursable 1/2 Pints:  $\frac{259}{(A) + (E)} - \frac{34}{(D)} = \frac{225}{\text{Total to be claimed for reimbursement}}$

Agency's actual cost per 1/2 Pint:  $\frac{43.87}{(C)} / \frac{259}{(A) + (E)} = \$0.1694$

A blank form can be found at:

<http://dpi.wi.gov/community-nutrition/ns-smp/resources>



The Milk Record worksheet is a way to keep track of milk purchases, daily total of milk consumed by eligible children, individuals served over the age of 19, and the theft/waste of milk that occurred for a specific month. The Department of Public Instruction (DPI) encourages all SMP agencies to utilize the Milk Record worksheet in the Excel format as this worksheet will calculate the numbers when entered into the worksheet, and will determine the number of half-pints an agency can claim and the half-pint cost for the agency. This record can be completed in Excel or by hand. Note: A half-pint is equal to one cup of milk and there are 16 half-pints in one gallon of milk.

Please use the link in the slide to access the Milk Record Worksheet for use at your agency; it is available in PDF, Word, & Excel format.

## Milk Safety & Sanitation



- SMP agencies must provide milk storage facilities to ensure that milk is kept in a sanitary and temperature safe environment.
- The safe holding temperature for milk is 41 degrees Fahrenheit or less.
- It is recommended to complete a daily log to document milk storage temperatures and weekly cleaning. Please use this link for a log prototype: <http://dpi.wi.gov/community-nutrition/ns-smp/resources>.



All SMP agencies are responsible to ensure that milk is stored properly. Milk should be held at 41 degrees Fahrenheit or less. For good practice measures, it is recommended to complete a daily log to document milk storage temperatures and weekly cleaning of the cooler to ensure milk's safety and sanitation. Please use the link in the slide to access a log prototype that your agency can utilize.

## Special Dietary Needs

- Children who have a disability that prevents them from drinking cow's milk must be provided substitutions.
- A statement signed by a licensed physician is required for an agency to receive reimbursement for substituted beverages.



If your agency has a child or children that has a disability requiring a milk substitution, contact the DPI for further assistance to determine appropriate substitutions and how to move forward for claiming this child for reimbursement.

## Components of Civil Rights Compliance

- Public Notification System
- Civil Rights Data Collection
- Non-Discrimination Statement
- Annual Civil Rights Training



Civil Rights requirements for all SMP agencies include notifying the public about the SMP, collecting race and ethnicity data, including the non-discrimination statement on any materials, and providing an annual Civil Rights training to all SMP staff.



# Public Notification System

- All agencies must display the USDA's non-discrimination poster in a prominent area where participants and potential participants have access.
  - Examples: cafeteria/ food
  - service area, office, parent
  - bulletin board
- Must be posted at every site
- Must be 11"x17" format
- To obtain posters, please contact our office at 608/267-9129 or [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov)



All agencies must display the large "And Justice for All" poster (11" x 17") where it can be viewed by the public. To obtain the poster, please contact the DPI using the information provided in the slide.

# Public Notification System

- News Media Release
- Distribute the current year News Media Release annually to the news media outlet.
- Keep a copy on file stating the date the release was sent to the media outlet and which local media received the release.
- The News Media Release can be found at:  
<http://dpi.wi.gov/community-nutrition/ns-smp/resources>.



On an annual basis, each agency must complete the news media release and send it to one media outlet such as a local newspaper. Agencies must keep a copy of the media release on file, and document the date the release was sent to the media and the name of the local media that received the release. This documentation can be written on the media release. Also retain a copy of the fax or e-mail confirmation if the media release was faxed or e-mailed. If the media outlet wants to charge you for the publication, you are not required to have it published.

## Civil Rights Data Collection

- The Ethnic and Racial Data Form must be completed for each session **annually** and kept on file with the agency records.
- The Ethnic and Racial Data Form is located at Non-School Special Milk Contract Materials:  
<http://dpi.wi.gov/community-nutrition/ns-smp/resources>
- An example of the form can be found on the next slide.



The Ethnic and Racial Data form is an annual requirement of all agencies participating with the SMP. This form can be completed by visualization of the children, using your best educated guess. Or, if your agency maintains this information through another format or report, you can transfer those numbers to the data form. The Ethnic and Racial Data form can be found at the link provided on the slide. Please see the next slide for an example of the Ethnic and Racial Data form.

ETHNIC and RACIAL DATA FORM	
Agency Name: <u>Flower Summer Camp (Session 3: June 10 - June 28, 2015)</u>	
Site Name (if different): <u>Same</u>	
Address: <u>1234 Daisy Lane, Madison, WI</u>	
Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	<u>7</u>
<b>Not Hispanic or Latino</b>	<u>38</u>
<b>Racial Categories</b>	<b>Total: 45</b>
<b>American Indian or Alaskan Native.</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	<u>7</u>
<b>Asian.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	<u>4</u>
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	<u>34</u>
	<b>Total: 45</b>
Site Supervisor OR Authorized Representative Signature: <u>Jennifer Davis</u>	Date: <u>June 13, 2015</u>

All children must be counted in Ethnic AND Racial categories. For camps that have more than one session, this form must be completed for each session. Your agency is responsible to maintain a copy of this form with all other SMP records. Agencies are not required to include 'totals'. However, the Ethnic and Racial totals can be used as an edit check to ensure that all children are counted in both categories.

# Non-Discrimination Statement

All SMP agencies must ensure that the USDA non discrimination statement and procedure for filing a complaint is included in all agency materials that mention the SMP or USDA.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Your agency must provide the USDA non discrimination statement and procedure for filing a complaint in all agency materials that mention SMP or USDA.

## Annual Civil Rights Training

- All staff who work with the SMP must receive training on all aspects of civil rights compliance annually.
- Retain training records of the people who received Civil Rights training.
- The Annual Civil Rights Training PowerPoint and attendance record are located at:  
<http://dpi.wi.gov/community-nutrition/ns-smp/resources>.



Civil Rights training must be completed on an annual basis for all staff who work with the SMP. Your agency must retain materials utilized, date the training was done, and the attendance records of staff trained. Please use the link on the slide to access the Annual Civil Rights Training PowerPoint and attendance record.



## SMP Technical Assistance & Audits

- The DPI will assign a Nutrition Program Consultant to your agency. Your consultant will provide you with technical assistance and training on how to manage the SMP. A list of regional consultants can be found at:  
<http://dpi.wi.gov/community-nutrition/cacfp/map>.
- SMP training materials can be found at:  
<http://dpi.wi.gov/community-nutrition/ns-smp/training>.
  - Webcasts
  - Training materials and template forms
  - Memo updates



Every SMP agency will have an assigned consultant that can be contacted for technical assistance and training on how to manage the SMP. Please use the link in the slide to determine which consultant has your county. The DPI has also provided training materials that can be utilized; it is available at the second link in the slide.

## SMP Technical Assistance & Audits

- Each April, agencies must renew their online Non-School SMP contract.
- Annually, each agency must train their staff on Civil Rights, complete the Ethnic and Racial Data Form, and submit a media release to a local media outlet.
- All SMP records must be kept for three years plus the current year, and be available to DPI or USDA for review at any time.
- All SMP agencies must sign a permanent agreement with the DPI that must be maintained on file permanently.



SMP agencies will need to renew their online contract in April each year. The Civil Rights training, Ethnic and Racial Data Form, and media release must be completed on an annual basis. Records that pertain to the SMP must be kept on file for three years plus the current year, and be available for review by DPI or USDA at any time. Lastly, all SMP agencies must sign a permanent agreement with the DPI that must be maintained on file permanently.

## SMP Technical Assistance & Audits

- The DPI or USDA will evaluate your program by completing a desk or on-site audit:
  - During the first year of participation, and
  - Every 3 years
- DPI will notify the agency's authorized representative of the upcoming audit by an emailed letter.
- Note: Your agency's online claiming rights will be disabled until your audit has been successfully completed.



All SMP agencies will receive an evaluation of the program completed by the DPI or USDA. This evaluation will consist of a desk or on-site audit, and will be completed during the first year of participation and every 3 years thereafter. Authorized representatives will be notified of the upcoming audit by an emailed letter. This letter will include information that provides what needs to be present for the on-site audit or submitted for the desk audit.

Please note that your agency's online claiming rights will be disabled until your audit has been successfully completed.

## SMP Technical Assistance & Audits

- The support documentation that needs to be maintained includes, but is not limited to:
  - Monthly Online Services View-Print Claim
  - Dairy delivery slips and/or receipts for milk purchased
  - Milk Record Worksheet
  - Milk counts or tally sheets of milk served
  - Adult milk count records



The next two slides provides a list of documents that need to be available for an on-site review or items that need to be submitted to the DPI for a desk audit review. Copies & not originals must be sent as your agency must retain the originals on site. All copies will be returned to you with your SMP review close out letter for you to maintain with your records.

- 1) Monthly Online Services View-Print Claim ,
- 2) Dairy delivery slips and/or receipts for milk purchased,
- 3) Milk Record Worksheet,
- 4) Milk counts or tally sheets of milk served, if applicable,
- 5) Adult milk count records, if applicable,

Please see the next slide for the other documents that are required as well.

## SMP Technical Assistance & Audits

- The support documentation that needs to be maintained includes, but is not limited to:
  - Copy of annual Civil Rights training and attendance record
  - Copy of Racial and Ethnic Data Collection Form
  - Copy of annual media release stating the date the release was sent to the media outlet and which local media received the release
  - Copy of the signed permanent agreement (PI-1480-AP)



This list is a continuation from the previous slide of documents that are needed for an audit:

- 6) Civil Rights training and attendance record,
- 7) Racial and Ethnic Data Form,
- 8) annual media release, and
- 9) signed permanent agreement must be available at the on-site audit, or submitted as part of the desk audit review.

Please be sure to send copies & retain originals on-site with your SMP records.

## Test Your Knowledge



Before we finish, please take the following quiz to test your knowledge.



## Question One

What type of milk can be served to children age two and older? Select all that apply.

- Skim (non-fat) milk
- 1% (low-fat) milk
- 2% (reduced-fat) milk
- Whole milk



What type of milk can be served to children age two and older? Select all that apply.

- ☐ Skim milk
- ☐ 1% (low-fat) milk
- ☐ 2% (reduced-fat) milk
- ☐ Whole milk

## Answer

What type of milk can be served to children age two and older? Select all that apply.

- ✓ Skim (non-fat) milk
- ✓ 1% (low-fat) milk
- ~~2% (reduced fat) milk~~
- ~~Whole milk~~



Children ages two and older must receive skim (non-fat) or 1% (low-fat) milk.



Children ages two and older must receive skim or 1% (low-fat) milk.

For children under the age of two it is recommended that they receive whole milk, but any other types of milk such as 2%, 1%, or skim milk can be provided.

## Question Two

What information must be on the milk receipts/invoices? Check all that apply.

- Type of milk
- Temperature of milk being delivered
- Unit of purchasing
- Price
- Time of delivery
- Date of purchase



What information must be on the milk receipts/invoices? Check all that apply.

- ☐ Type of milk
- ☐ Temperature of milk being delivered
- ☐ Unit of purchasing
- ☐ Price
- ☐ Time of delivery
- ☐ Date of purchase

## Answer

What information must be on the milk receipts/invoices? Check all that apply.

- ✓ Type of milk
- ~~• Temperature of milk being delivered~~
- ✓ Unit of purchasing
- ✓ Price
- ~~• Time of delivery~~
- ✓ Date of purchase



When you start purchasing milk for the program, maintain the receipts and/or invoices for milk purchases. These invoices and/or receipts must clearly identify the type of milk, unit of purchasing, price, and the date of the purchase. Invoices and receipts must be maintained for three years plus the current year.

## Question Three



Which of the following statements is TRUE?

- An 8.5x11-inch “And Justice for All” poster must be displayed in a location visible to all families.
- The News Media Release must be submitted to a news outlet every three years.
- The Ethnic and Racial Data Form must be completed annually.
- Civil Rights Training only needs to be provided to new staff.



Which of the following statements is TRUE?

- ☐ An 8.5x11-inch “And Justice for All” poster must be displayed in a location visible to all families.
- ☐ The News Media Release must be submitted to a news outlet every three years.
- ☐ The Ethnic and Racial Data Form must be completed annually.
- ☐ Civil Rights Training only needs to be provided to new staff.

## Answer



Which of the following statements is TRUE?

- ~~• An 8.5x11-inch “And Justice for All” poster must be displayed in a location visible to all families.~~
- ~~• The News Media Release must be submitted to a news outlet every three years.~~
- ✓ The Ethnic and Racial Data Form must be completed annually.
- ~~• Civil Rights Training only needs to be provided to new staff.~~



The correct answer is that the Ethnic and Racial Data Form must be completed annually.

The correct size for the “And Justice for All” poster is 11x17-inches. The poster must be placed in a place where it’s viewable by the public.

The News Media Release must be submitted to a news outlet every year.

Civil Rights Training must be provided to all staff annually.



## SMP Summary

- We hope that this presentation provided you an introduction to the SMP.
- All of the Non-School SMP materials described in this webcast are located on our website at:  
<http://dpi.wi.gov/community-nutrition/ns-smp>
- For more information please contact our office at 608-267-9129 or email us at  
[dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov)



Take the time to review the materials described in the webcast located at the link on the slide. Also, we encourage you to contact the DPI at the number or e-mail located on the slide to learn more about the SMP or if you have further questions.

# Thank You!

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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USDA is an equal opportunity provider and employer.

Thank you for your time today! Please be sure to take some time to view the other two webcasts as well:

1. The Special Milk Program-Online Contract and
2. Submitting a Special Milk Program Online Claim